

Joe [Signature]  
240079  
1 1  
January 28, 1958

Subject: Travel Reimbursements on Contracts  
ST-505 and ST-506

Dear Dan:

Because of the confusion that has arisen on travel allowances, I would propose that a per diem set-up be made. I feel that this would be fair to both you and us.

FOIAb3a

For the technicians who travel for us on a contract, I propose a standard of \$12.00 per diem allowance. For our senior engineers who would be traveling to and from cities on our request or yours, I would suggest a \$16.00 per diem allowance. As for [REDACTED] and myself, I would suggest a \$20.00 per diem arrangement.

FOIAb3a

Our technicians and engineers who are traveling for you are normally paid for the number of hours required to perform the job which they are requested to do either by you or us. The officers of the corporation, namely [REDACTED] and myself are not reimbursed by you for any technical advice and supervision while traveling for you.

FOIAb3a

I believe that you will find this well within the original basis for setting up our traveling allowances and should make it much easier for you and us to cover our cost of traveling.

FOIAb3a [REDACTED]

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DOCUMENT NO.  
NO CHANGE IN CLASS. ☐  
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CLASS. CHANGED TO  
NEXT REVIEW DATE  
AUTH: [REDACTED]  
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